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State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

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Request For Description of Community Day School

To enable the CDE to work with districts (including county offices of education) who are establishing and operating Community Day Schools, we need information about the many Community Day School programs around the state. The information you provide will enable us to support your implementation efforts by identifying areas in which you may need technical assistance. This assistance might include clarification of provisions of the law (including determining the need for waivers), or identifying districts with similar programs with whom you might wish to correspond. The program descriptions are also important when policy makers, concerned about educational services for expelled and other at-risk students, are asking how the needs of these students are addressed by Community Day Schools.

Please provide a separate description for each Community Day School.

Please direct the description of your Community Day School, as well as any questions, to:

Dan Sackheim, Education Programs Consultant
California Department of Education
Educational Options Office
660 J Street, Suite 400
(916) 445-5595
dsackhei@cde.ca.gov

Please submit the information requested on the following topics:

1. Contact Person(s)

- Identify the district contact person for Community Day Schools. Include the name, title, address, telephone number, fax number and e-mail address.
- Identify the site administrator for the Community Day School. Include the name, title, address, telephone number, fax number and e-mail address.

2. Students

Education Code section 48662(b) provides that a pupil may be assigned to a Community Day School only if he or she meets one or more of the following conditions:

- (1) The pupil is expelled for any reason.
- (2) The pupil is probation referred pursuant to Section 300 or 602 of the *Welfare and Institutions Code*.
- (3) The pupil is referred to a Community Day School by a school attendance review board or other district level referral process.
- (4) First priority for assignment to a Community Day School shall be given to a pupil expelled pursuant to subdivision (d) of Section 48915, second priority shall be given to pupils expelled for any other reasons, and third priority shall be given for placement to all other pupils pursuant to this section, unless there is an agreement that the county superintendent of schools shall serve any of these pupils.

- Outline how the district ensures that an education program is provided to each student who is subject to an expulsion order during the period of the expulsion (includes students not served in the Community Day School).
- Describe how the district will comply with the priorities for assignment outlined in *Education Code* section 48662(b).

If there is an agreement that the County Superintendent of Schools shall serve any of the students described in Section 48662(b), attach a copy of the agreement.

- Describe the characteristics of the students the district serves in the Community Day School and why they are best served in the Community Day School program.

Include a table that shows, by grade level, how students are assigned to the Community Day School. Provide the unduplicated cumulative annual enrollment for the prior school year and for the current school year, to date. **[If this is a new program that has not begun operation, provide the anticipated enrollment for the first year of operation under “current year.”]**

Unduplicated Cumulative Annual Enrollment										
Grade Level	Mandatory Expulsion §48915(d) (including suspended mandatory expulsions)		Other Expelled (including suspended expulsions)		Probation Referred		SARB Referred		Other District Level Referral Process	
	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year	Prior Year	Current Year

- What are the highest, lowest, and average daily enrollment (combined for all categories of students) for the prior school year and the current school year, to date? **[If this is a new program that has not begun operation, provide the anticipated enrollment for the first year of operation.]**
- What is the average daily enrollment (combined for all categories of students) for the prior school year and the current school year, to date?
- Outline the conditions and process the district uses in assigning students to the Community Day School.
 - Outline the intervention process that the district uses prior to such an assignment (student study team or student assistance program directed interventions, alternative placements).

- What are the other educational placement options in the district for the at-risk students in these grade levels? The following are among the more common educational placement options:

<u>Schools</u>	<u>Programs</u>	<u>Instructional Techniques/Strategies</u>
<input type="checkbox"/> Comprehensive school	<input type="checkbox"/> Opportunity program	<input type="checkbox"/> Learning center
<input type="checkbox"/> Community-based school	<input type="checkbox"/> Special education	<input type="checkbox"/> Home study
<input type="checkbox"/> School-within-a-school	<input type="checkbox"/> Teenage Pregnancy and Parenting Program	<input type="checkbox"/> Independent study
<input type="checkbox"/> Opportunity school		
<input type="checkbox"/> Continuation school		
<input type="checkbox"/> Alternative school		
<input type="checkbox"/> Adult school		
<input type="checkbox"/> Charter school		

- List any other placement options, not operated by the district, that you refer students to.
- If the district uses a district level referral process for assigning students to the Community Day School, describe that process and the students who might be referred through that process.
- If students are assigned to the Community Day School through the Probation Department referral process, describe that process.
- Describe the process (e.g. student study team) to support the successful transition of students from the Community Day School back to the home school or alternative school setting.

3. Program Elements

- Specify the grade levels served and describe how classes are organized and staffed.
- Explain how the academic programs in the Community Day School are comparable to those available to pupils of similar age in the school district.
- List supplemental resources provided students in the classroom (i.e., computers, distance learning, management system, curricular support teachers).
- Describe the pro-social skills/resiliency component of the Community Day School program.
- Describe how the educational needs of the students will be identified, including academics, behavior, and attendance improvement (i.e., individualized assessment, guidance, follow-up, and review of student progress).
- Outline the learning support services students and their families will receive and identify who will provide the services (including coordination with other agencies and community partnerships).
- Describe the special education component at the Community Day School.
- If the district offers a 7th/8th hour program following completion of the 360-minute minimum instructional day, describe the program.
- Include a copy of the daily schedule for the Community Day School.

4. Location

- Describe where the Community Day School will be located. Provide a site map, indicating the location of the Community Day School classroom(s).
- If the district intends to locate a Community Day School on the same site as an elementary, middle, junior high, comprehensive high, opportunity, or continuation school through certification by a 2/3 vote of the district's governing board (*Education Code* section 48661), provide a copy of the board certification, including a statement of the basis for the finding that no satisfactory alternative facilities are available for a Community Day School in those grades. Describe the measures to provide separation of the Community Day School students from other students at that site.

5. Administration

- Describe the administrative structure for the Community Day School.

6. Community Day School Consortia

- Describe the district's participation in efforts to develop a Community Day School consortium consistent with Education Code Section 48664d)

7. Funding

- Attach a copy of the annual budget for the Community Day School and include FTEs for personnel.
- List all funding sources for the Community Day School.

8. General Information

- Outline what makes the Community Day School successful and provide examples of program "successes." **[For Community Day Schools that are already in operation.]**
- What improvements in the Community Day School have occurred during the past year? **[For Community Day Schools that are already in operation.]**
- What improvements in the Community Day School do you anticipate in the next year?
- What are the greatest challenges for the Community Day School?
- What are the greatest needs of the Community Day School?

9. School Accountability Report Card

- Include the most recent **School Accountability Report Card** for the Community Day School issued by the governing board of the district as required by *Education Code* sections 35256 and 33126.

10. Other Information

- Districts should provide any other information that they believe is important to provide a clear understanding of the Community Day School.